

State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs
(Memorial Day through Labor Day)

Title: Seasonal Office Worker **Salary:** To Be Determined
(May – September 2005)

Issue: January 1, 2005 **Closing:** March 31, 2005

Jurisdiction: State of New Jersey **Vacancies:** 117

Job Description: Performs various office functions under supervision, such as providing assistance and information to visitors, collecting fees, issuing camping permits, billing, payroll, and filing. Positions may require the operation of office equipment.

Requirements: Ability to learn and apply rules, regulations, policies and procedures. Ability to collect money, make change, and answer the telephone. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

License: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River, Brendan T. Byrne
Cape May County	Belleplain, Cape May Point
Hudson County	Liberty
Hunterdon County	Round Valley, Spruce Run, Voorhees
Mercer County	Washington Crossing
Monmouth County	Allaire, Cheesequake, Leonardo, Monmouth Battlefield, Spring Meadow
Morris County	Hacklebarney, Hopatcong
Ocean County	Barnegat, Forked River, Island Beach
Passaic	Ringwood
Salem County	Fort Mott, Parvin
Somerset County	D&R Canal
Sussex County	High Point, Kittatinny Valley, Stokes, Swartswood, Wawayanda
Warren County	Jenny Jump, Worthington

For information or an application, please contact the New Jersey Division of Parks & Forestry by:

Telephone: (609) 984-0370 Fax: (609) 984-0503 E-mail: gdavies@dep.state.nj.us